

**PUBLIC UTILITIES COUNSEL I,  
PUC  
PUBLIC UTILITIES COUNSEL II,  
PUC  
PUBLIC UTILITIES COUNSEL III,  
PUC  
OPEN  
(POSITIONS ARE IN SAN FRANCISCO)**

**CALIFORNIA  
PUC**



**PUBLIC UTILITIES COMMISSION**

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVICE.

**HOW TO APPLY**

Applications are available from our Internet web site at [www.cpuc.ca.gov](http://www.cpuc.ca.gov) or by calling 415/703-2364 and may be filed in person or by mail with:

California Public Utilities Commission  
Human Resources Division - Exam Unit  
505 Van Ness Avenue, Room 3008  
San Francisco, CA 94102-3298

**DO NOT SUBMIT APPLICATIONS TO THE  
STATE PERSONNEL BOARD**

**FILING INFORMATION**

Applications will be accepted on a continuous basis and will be processed on a quarterly basis. Applications must be **POSTMARKED** no later than the last day of each quarter month period in order to be processed for that quarter. Applications postmarked, personally delivered or received via interoffice mail after the last day of the quarter will be processed the following quarter.

**FINAL FILING DATE FOR EACH QUARTER:**

February 28 : First Quarter Filing  
May 30 : Second Quarter Filing  
August 31 : Third Quarter Filing  
November 30: Fourth Quarter Filing

If you have a disability and need special testing arrangements, mark the appropriate box on question 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

**SALARY RANGE:**

Counsel I \$5067 - \$6127  
Counsel II \$5703 - \$7034  
Counsel III \$6573 - \$8111

**QUALIFICATIONS APPRAISAL INTERVIEW**

It is anticipated that examination interviews will be held during the second month following each quarterly filing

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

Public Utilities Counsel I, PUC  
Public Utilities Counsel II, PUC  
Public Utilities Counsel III, PUC

OJ40-5816  
OJ30-5813  
OJ20-5812

OUC41  
OUC42  
OUC43

Continuous Filing  
Continuous Filing  
Continuous Filing

date. However, the PUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

**ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the California Public Utilities Commission. A candidate may only test once in a 12-month period. Names of successful competitors will be merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**All applicants must meet the education and/or experience requirements for this examination by the quarterly filing date.** Qualifying experience may be combined on proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Public Utilities Counsel I, II and III**

Active Membership in The State Bar of California and

**Public Utilities Counsel I**

**Either I**

One year of experience performing the duties of Legal Counsel, Range B, in the Public Utilities Commission. (Applicants who have completed ten months of the required experience will be admitted to the examination but must complete one year of such experience before they will be eligible for appointment.)

**Or II**

Four years of experience in the practice of law\*, which shall have included experience in the preparation or presentation of

public utility or other regulatory matters before regulatory agencies or the courts.

**Or III**

**Public Utilities Counsel I, PUC**  
**Public Utilities Counsel II, PUC**  
**Public Utilities Counsel III, PUC**

**Continuous Filing**

Four years in the practice of law\*, which shall include practice before California or United States trial or appellate courts.

*Experience in the California State service applied toward Pattern II or III must include at least one year performing the duties of a class at a level of responsibility equivalent to Legal Counsel, Range B.*

**Public Utilities Counsel II**

**Either I**

One year of experience performing the duties of Public Counsel I in the California State service. (Applicants who have completed ten months of the required experience will be admitted to the examination but must complete one year of such experience before they will be eligible for appointment.)

**Or II**

Five years of experience in the practice of law\*, at least two years of which:

1. Shall have been in the field of public utility regulation or other regulatory field; or
2. Shall have included experience in the preparation and presentation of public utility or other regulatory matters before regulatory agencies or the courts.

*Experience in the California State service applied toward Pattern II must include at least one year performing the duties of a class at a level of responsibility equivalent to Public Utilities Counsel I.*

**Public Utilities Counsel III**

**Either I**

One year of experience performing the duties of the class Public Utilities Counsel II, or two years performing the duties of the class Public Utilities Counsel I in the California State service. (Applicants who have completed ten months of experience at the Public Utilities Counsel II level or 18 months of experience at the Public Utilities Counsel I level will be admitted to the examination but must complete the one year or two years, respectively, of such experience before they will be eligible for appointment.)

**Or II**

Broad and extensive experience (more than five years) in the practice of law\*, at least two years of which shall have been either:

1. In the field of public utility regulation; or
2. In the preparation and presentation of public utility proceedings before public utility regulatory agencies or the courts.

*Experience in the California State service applied toward Pattern II must include at least one year performing the duties of a class at a level of responsibility equivalent to Public Utilities Counsel II.*

**Public Utilities Counsel I, II and III**

\*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

**Note: Applicants must show the month/year of admission to The Bar on their application.**

**THE POSITION**

Under direction, a Public Utilities Counsel I prepares and presents difficult legal cases whereas a Public Utilities Counsel II prepares and presents the more complex and sensitive legal cases involving carriers and public utilities before the courts, the Public Utilities Commission, and other public utility regulatory agencies; participates in and presents litigation and appears before courts and public utility regulatory agencies in matters involving the Public Utilities Commission; acts as counsel in formal proceedings before the Commission, including the preparation and presentation of evidence and argument; assists in the preparation of drafts of legal opinions and orders for Commission members and staff of the Commission on legal problems in connection with regulatory statutes and the orders, rules, and regulations of the Commission; studies, interprets, and applies statutes, Commission rules and orders, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; does legal research; prepares legal documents, memoranda, digests, and summaries; and does other job-related duties as required.

A Public Utilities Counsel III independently conducts appellate court proceedings and litigation before the Commission and Federal regulatory agencies which involve a high degree of importance or complexity; conducts just compensation proceedings before the Commission; reviews and prepares digests of measures and amendments introduced in or adopted by the Legislature relating to utility regulation; appears for the Commission at legislative committee hearings; prepares and recommends Commission orders; advises Commissioners and staff members on application of regulatory statutes to Commission powers, duties and procedures; may act as leadperson in coordinating the work of other attorneys; and does other job-related duties as required.

**EXAMINATION INFORMATION**

Stage I: The first stage in the selection process is the employment application and supplemental questionnaire appraisal (weighted pass/fail). Applications submitted without a completed supplemental questionnaire will not be given further consideration. Meeting the minimum qualifications does not guarantee advancement to Stage II. Only the most qualified candidates will be invited to Stage II.

Stage II: The second stage is an oral interview (weighted 100%) which may be preceded by a written, analytical, or other performance exercise(s).

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In order to obtain a position on the eligible list, a minimum rating of 70 must be attained on the examination. Competitors who do not appear for their scheduled interview will be withdrawn from the examination process.

**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

**Scope:**

Knowledge of:

1. Law governing and administered by the Public Utilities Commission and judicial interpretation of such law.
2. Rules and regulations of the Public Utilities Commission.
3. Conduct of proceedings and rules of evidence and procedure in State and Federal courts, and before public utility regulatory bodies.
4. Legal principles.
5. Purposes, organization, and operation of the Public Utilities Commission.
6. Administration law applicable to the Public Utilities Commission.
7. Basic principles of organization, structure, and financing of public utilities.

Skill in:

1. Assembling and directing the assembling of facts and law for presentation before courts and regulatory agencies, and in the conduct of such proceedings.

Ability to:

1. Analyze legal problems and apply legal principles and precedents to particular sets of facts.
2. Make accurate summaries of evidence and prepare appropriate findings, opinions and orders.
3. Perform legal research.
4. Present statements of fact, law and argument clearly and logically in written and oral form.
5. Draft rules, regulations, and legislative measures.
6. Analyze situations accurately and adopt an effective course of action.
7. Communicate effectively both orally and in writing.

**Veterans preference credit** will not be granted in this examination since it does not qualify as an entrance examination under the law.

**GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, and in the Human Resources Office of the California Public Utilities Commission.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Public Utilities Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in San Francisco. However, locations of interviews may be extended as conditions warrant.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans preference credits** will not be granted in this examination since it does not qualify as an entrance examination under the law.

**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.**

**California Relay (Telephone) Service for the Deaf or Hearing Impaired:**  
From TDD Phones: 1-800-735-2929; From Voice Phones: 1-800-735-2922

**CALIFORNIA PUBLIC UTILITIES COMMISSION  
PUBLIC UTILITIES COUNSEL I, PUC**

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**SUPPLEMENTAL APPRAISAL QUESTIONNAIRE**

Each applicant for this examination must complete and submit his/her responses to this supplemental appraisal questionnaire. Your answers to these questions, along with your completed application, will be used to select the most qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered.

Submit completed application materials, *including a signed copy of this page*, to the California Public Utilities Commission, Examination Unit, 505 Van Ness Ave., Room 3008, San Francisco, CA 94102-3298.

**Instructions:** On 8½" x 11" paper, preferably type written, please respond to the questions below. Please restrict your responses to a total of 6 pages. Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page. Include your **job title** at the time you performed this duty, the **duration of time in months** that you performed the duty and your **employer's name and telephone number** for each item. Resumes or job descriptions provided on your application will not be evaluated or considered as responses to the items in the Supplemental Questionnaire.

1. Describe your experience in practicing in a utility-related field such as gas, electricity, telecommunications, water or transportation.
2. Describe your regulatory experience other than public utility regulation in practicing before a commission, board or other administrative or regulatory agency.
3. Describe any experience you have in presenting public utility or other regulatory matters before state and federal courts. Include discussion of your knowledge of procedure in both federal and state courts (trial level and/or appellate) and give several examples involving oral and written advocacy.
4. Describe the most complex and legally challenging projects you have played a key role in, including instances where you coordinated with a number of technical experts or co-counsel, and the interpersonal coordination activity played a key role in the success of the project. Explain your role, and how you handled particular interpersonal/coordination challenges. How did your efforts contribute to meeting the project goals?
5. In addition to your previous response, give two or three examples of other major legal projects you have been involved with. Note your level of responsibility. Describe the issues presented, how your analysis was used and why your analysis was important to your client, your role and the resolution of the matter.
6. Describe your professional experience in the areas of consumer protection and public interest advocacy. Include any pro bono work you have done.

**CERTIFICATION OF APPLICANT**

I, the undersigned, understand that all information provided herein is subject to verification, and is true to the best of my knowledge and ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

